

CM/ECF PRO SE FILING USER REQUEST FORM

Case name: \_\_\_\_\_ Docket No.: \_\_\_\_\_  
(Use short caption)

Pro se party contact information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Please list all courts in which you have filed documents electronically through CM/ECF:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all CM/ECF instruction training you have received:

Date(s)	Court	Instruction/Training Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Technical Requirements:

Type of computer you will be using: \_\_\_\_\_  
Version of Java installed: \_\_\_\_\_  
Screen resolution of computer's monitor: \_\_\_\_\_  
Version of Adobe Acrobat installed: \_\_\_\_\_  
Scanning equipment available: \_\_\_\_\_

Certification:

I, \_\_\_\_\_, do hereby acknowledge that I have read the Second Circuit CM/ECF instructions in detail, understand how to file a document electronically through CM/ECF, and agree to comply with all court instructions and FRAP and local rules regarding electronic case filing in the Second Circuit. If at any time the clerk deems my filing in CM/ECF unsatisfactory, my electronic filing privileges may be revoked, and I will be required to file documents in paper in accordance with FRAP 25 and LRs 25.2 and 25.3.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_ Approved \_\_\_ Denied By: \_\_\_\_\_